

## **Information For New APNs**

- ✓ **APPLICATION:** Complete Application (be sure to use check-off list to ensure all items are submitted)
- ✓ **PRACTITIONER PROFILE:** Download the Practitioner Profile (required as part of the application, update for any changes as well)
- ✓ **NOTICE AND FORMULARY:** Complete the Notice and Formulary within 30 days ***each and every time*** you change: supervising physician; prescription formulary; practice site (or if you are adding any of these items in addition to what is on file)  
<http://tn.gov/assets/entities/health/attachments/PH-3625.pdf>
- ✓ **CSMD:** Be sure to register with the Controlled Substance Monitoring Data (CSMD) website within 30 days of prescribing (if you will be prescribing any controlled substances more than 15 day in a year also update with any changes)  
<https://www.tncsmd.com/Login.aspx?ReturnUrl=%2fdefault.aspx>

## **HELPFUL INFORMATION**

- ✓ **DEA:** Apply and obtain a DEA number before prescribing controlled substances.  
<http://www.deadiversion.usdoj.gov/>
- ✓ **Protocols:** This is not a form on file at the Board of Nursing but an agreement between the APN and the supervising physician on what protocols they agree to follow and is kept at the practice site.
- ✓ **NPI:** <https://nppes.cms.hhs.gov/NPPES/Welcome.do>
- ✓ **CAQH:** <https://proview.caqh.org/Login?Type=PO>